

THE UNIVERSITY OF NEW ORLEANS

APPEAL FORM

The University of New Orleans recognizes that, on rare occasions, serious extenuating circumstances may prevent you from adhering to the established policies and procedures of the University, including observing published deadline dates for dropping a course or resigning from the University. This University Appeal Form was designed for these situations.

Keep in mind, however, that the University **STRICTLY ADHERES** to its published policies, procedures and deadlines. Only in **EXTRAORDINARY CIRCUMSTANCES** will appeals be considered and approved. The burden of proof of these circumstances falls upon **YOU**, the student. Also note that action taken as a result of this appeal could affect your financial aid. For clarification, contact the Office of Student Financial Aid.

Important!! Read this section before proceeding:

The effective drop date for a course is the date the drop was initiated on WebSTAR.

The Office of the Registrar is responsible for certifying drop dates and resignation dates to the Bursar. These dates may be changed only if you are able to present compelling evidence that the actual date of the drop or resignation occurred earlier but, because of **EXTENUATING CIRCUMSTANCES TOTALLY BEYOND YOUR CONTROL** (forgetfulness and ignorance of University policies and procedures are not acceptable reasons), you were unable to process the drop or resignation in a timely manner.

The proof of the extenuating circumstances is **your** responsibility. Failure to provide appropriate documentation will result in the denial of the appeal. **SUPPORTING DOCUMENTATION** should include a statement from the faculty member of each course in question verifying the last date of attendance in that class. It may also include medical records, accident reports, or letters from individuals familiar with your problem (doctors, attorneys, psychiatrists, etc.).

It is **your** responsibility to be aware of the drop and resignation procedures, deadlines and financial consequences as published in the University Catalog, Class Schedule Bulletin and Important Dates Bulletin. The University has specific dates for each semester during which a student can obtain a 100% refund (or reduction of fees owed) for dropping a course and specific dates each semester during which a student can obtain various percentages of a refund (or reduction of fees owed) for resigning (dropping all courses) from the University.

Approved appeals can only be backdated to the last documented date of attendance.

Be aware of the difference between deadline dates that refer exclusively to deadlines for refunds (or reduction in fees owed) and those that refer to the final dates to drop a course or resign from the University.

Appeals to take any action after the deadline date for that action (register, add/drop classes, resign [drop all courses], etc.) should be delivered to the college/program office in which you were enrolled for the semester being appealed.

Business Administration (KH 308)

Graduate School (AD 205)

Liberal Arts (MH 273)

Education and Human Development (ED 242)

Interdisciplinary Studies (ED 124)

Sciences (SC 1100)

Engineering (EN 910)

Follow the directions on the following pages to complete your appeal.

FILING AN APPEAL DOES NOT GUARANTEE APPROVAL. IF YOU ARE FILING THIS APPEAL TO DROP A CLASS AFTER THE DROP DEADLINE, DO NOT STOP ATTENDING THE CLASS UNTIL YOU ARE NOTIFIED OF OUTCOME OF APPEAL.

COMPLETING THE UNIVERSITY OF NEW ORLEANS APPEAL FORM

Please follow the directions below. Be sure to complete each step before submitting your appeal. Incomplete appeals will be returned to you with no action taken.

Be sure you understand there is one set of deadline dates that refers exclusively to deadlines for refunds (or reduction of fees owed) and another set of deadline dates that refers to the final dates to drop a course or resign for the semester.

1 Complete **Section A** 

2 Complete **Section B**  if you wish to appeal an **action within the current semester** which ends on the last day of class.


- ▶ Register, add a class, or change sections **after the late registration/schedule adjustment period.**
- ▶ Drop a class **after the final date to drop.**
- ▶ Resign (drop all classes) **after the final date to resign.**
- ▶ Take any other administrative action **after the deadline date** for that action.

Explain in detail the reason(s) for this request. Use page 4 of this form.

Verify your claim with appropriate supporting documents, including letters from faculty verifying your last date of attendance for each class in question. Other documents needed might include medical records, accident reports, and/or letters from doctors or attorneys.

Appeals submitted without supporting documents will not be considered.

Take the completed Appeal Form and full documentation to your college/program office. Check WebSTAR or with your college/program office for the outcome of the appeal.

3 Complete **Section C**  if you wish to appeal an **action from a past semester**:
▶ backdate a drop. OR ▶ backdate a resignation.

NOTE: Backdating of drops and resignations to receive a refund (or reduction of fees owed) is RARELY APPROVED. Proof of EXTENUATING CIRCUMSTANCES TOTALLY BEYOND YOUR CONTROL is required. IF APPROVED, DROPS OR RESIGNATIONS CAN ONLY BE BACKDATED TO THE LAST DOCUMENTED DATE OF ATTENDANCE.

Explain in detail your request and the reason(s) for this request. Use page 4 of this form.

Verify your claim with appropriate supporting documents, including letters from faculty verifying your last date of attendance for each class in question. Other documents needed might include medical records, accident reports, and/or letters from doctors or attorneys. **Appeals submitted without supporting documents will not be considered.**

Take the completed Appeal Form and full documentation to your college/program office:

- If approved by the college/program, the appeal will be presented to the Committee for Student Retroactive Academic Actions, a standing committee of the Office of Academic Affairs, for exception to University policy.
- The committee meets once a month for review. **Decisions by the committee are final.**
- You will be notified via your UNO e-mail of the outcome of your appeal.

IF YOU HAVE RECEIVED FINANCIAL AID, ACTION TAKEN VIA THIS APPEAL COULD RESULT IN YOUR HAVING TO REPAY A PORTION OF THOSE FUNDS TO THE UNIVERSITY. FOR CLARIFICATION, CONTACT THE OFFICE OF STUDENT FINANCIAL AID.

THE UNIVERSITY OF NEW ORLEANS APPEAL FORM

SECTION A (Everyone should complete this section.)

NAME		COLLEGE/PROGRAM (during semester being appealed)	
STUDENT NUMBER			
ADDRESS			
CITY		STATE	ZIP
HOME PHONE	WORK PHONE	CELL PHONE	
UNO E-MAIL		@uno.edu	
SIGNATURE			DATE

SECTION B Current Semester (Complete this section if #2 on Page 2 applies to you.)

I request that the following exception(s) to University or College regulations be granted for the:

- Fall Semester Spring Semester Summer Session 20_____
- Register after the late registration/schedule adjustment period.
- Add a class after the late registration/schedule adjustment period. List additional courses on page 4.
Class # ___/___/___/___/___ Course _____ Section _____
- Change sections after the late registration/schedule adjustment period.
From: Class # ___/___/___/___/___ Course _____ Section _____
To: Class # ___/___/___/___/___ Course _____ Section _____
- Drop a class after the final date to drop.
Class # ___/___/___/___/___ Course _____ Section _____
- Resign (drop all courses). Resignation date ___/___/20___ (no earlier than last documented date of attendance).
- Other (please specify) _____

SECTION C Past Semester (Complete this section if #3 on Page 2 applies to you.)

- I request that the date of my course drop(s) for the Fall Spring Summer Semester, 20_____ be changed to _____ (no earlier than last documented date of attendance). The courses to be changed are:
Course _____ Section _____ Instructor _____
Course _____ Section _____ Instructor _____
Course _____ Section _____ Instructor _____
- List additional courses on page 4.
- I request that my resignation date for the Fall Spring Summer Semester, 20_____ be changed to _____ (no earlier than last documented date of attendance).

DEAN'S OFFICE USE ONLY

Date Received _____ Dean's Signature _____
 Approved Denied Date _____

TO BE COMPLETED BY THE OFFICE OF STUDENT FINANCIAL AID

Student is not receiving financial aid. Student is receiving financial aid
 Scholarship Loan Pell Grant _____ Other Title IV Aid
 Approved _____ Denied _____ Financial aid will be put on hold as of (date) _____
Comments _____
Signature _____ Date _____

REGISTRAR'S OFFICE USE ONLY

Date Processed _____ Processed by _____

DETAILED EXPLANATION FOR THIS APPEAL